

# Big Brothers Big Sisters of Wood Buffalo

## 2018 Community Development Grant Analysis

### CIP Grant Summary:

2015	2016	2017	2018 Request	2018 Recommended by CIP	Difference of Recommended vs. Requested
41,000	40,000	-	59,000	41,000	(18,000)

### Program Reporting Required:

Six Month & Annual Reports

### Financial Reporting Required:

Financial Statements Prepared by Board

### Notes:

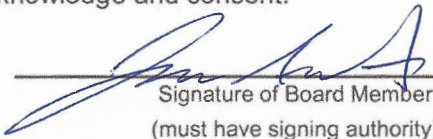

Per the FCSS program handbook: utilities, mileage, file audit/supervision, insurance, memberships, auditor fees and professional development are ineligible expenses.

*Addition error on grant application, Requested RMWB Grant is \$59,000; not \$60,000*

Budget Line Description	Projected Revenue	2018 Budget Request	2018 Recommended
<b>Revenues</b>			
2018 Community Development Grant	60,000.00	59,000.00	41,000.00
Curl for Kids Sake Revenue	21,000.00	-	-
<b>Total Revenues</b>	<b>81,000.00</b>	59,000.00	<b>41,000.00</b>
<b>Expenses</b>			
Wages	45,000.00	30,000.00	30,000.00
Utilities	10,000.00	10,000.00	-
Office Supplies	1,000.00	1,000.00	1,000.00
Volunteer Appreciation	2,000.00	-	-
Big & Little Activities	10,000.00	10,000.00	10,000.00
Mileage	1,000.00	1,000.00	-
File Audit/Supervision	3,000.00	3,000.00	-
Insurance, BBBSC membership, Auditor	4,000.00	4,000.00	-
Advertising	5,000.00	-	-
<b>Total Expenses</b>	<b>81,000.00</b>	<b>59,000.00</b>	<b>41,000.00</b>
<b>Total Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>



**2018 Community Development Grant**  
**Part A - Organization Summary**

<b>Organization Name:</b>	Big Brothers Big Sisters of Wood Buffalo		
<b>Mailing Address:</b>	Street Address:	10019 MacDonald Avenue, Suite 5B	
	City/Hamlet:	Fort McMurray	
	Province:	Alberta	
	Postal Code:	T9H-5R4	
<b>Phone Number:</b>	780-791-2447		
<b>Email Address:</b>	edwb@bigbrothersbigsisters.ca		
<b>Website Address:</b>	<a href="https://www.bigbrothersbigsisters.ca/woodbuffalo/en/Home/default.aspx">https://www.bigbrothersbigsisters.ca/woodbuffalo/en/Home/default.aspx</a>		
<b>Main Contact Name:</b>	Name:	Joanne Angel-Andrusiv	
	Title:	Executive Director	
	Daytime Phone:	780-791-2447	
	Email Address:	edwb@bigbrothersbigsisters.ca	
<b>Board Chair / President:</b>	Name:	Brianne Oke	
	Daytime Phone:		
	Email Address:	boke@harvardbroadcasting.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Registration Number:	Act Registered Under:	<input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act	
502199474			
<b>Declaration of Board Members</b> - In making this application, we, the undersigned, confirm that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.			
 Signature of Board Member (must have signing authority)		 Signature of Board Member or Executive Director (must have signing authority)	
Joanne Angel Andrusiv Print Name		Brianne Oke Print Name	
Jan 25 - 18 Date: (Year-Month-Day)		2018-Jan-25 Date: (Year-Month-Day)	

## Part B - Board Questionnaire

Is your organization receiving the Community Operating Grant in 2018? Yes ☐ No ☒

How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number, and types, of financial support for your organization?

The Board of Directors reviews monthly financial statements during each monthly board meeting. The organization also undergoes an official auditing process each year, and the year end financial and audit are approved by the Board of Director. The Board also approved a yearly proforma budget which is approved at the January board meeting. BBBSWB continuously looks for additional fundraising opportunities, as well as potentials for grants to support its growing programs.

Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2016-12-31

**Unrestricted** bank balance at 2016-12-31 \$ 231,552.00

(Unrestricted bank balance: Accumulated surplus that the Board has not set aside for a particular purpose)

**Total** Expenses from your Financial Statements Ending 2016-12-31 \$ 328,474.00

Does your organization have financial reserves greater than the last year's operating expenses? If so, explain why.

No - however in 2016 we began to expand one of our programs, increasing our overall spend, therefore the 2017 financial statements will show a significantly higher amount of expenses. We also hold our largest fundraising initiative at the end of September each year, which bring in 100,000 of unrestricted money, some of which is still in unrestricted by the end of December.

What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

Volunteers and staff must have a clear criminal record check, including vulnerable sector, and a clear child welfare check.

There are no restriction for youth participating in our free program, other then age (between the ages of 6-18)

Minimum number of board members according to bylaws: 6

Number of board members: 2017: 10 2016: 6 2015: 7

How often does the Board of Directors meet? Monthly

Please list your current Board of Directors:

Name	Board Position	Years on Board
Brianne Oke	Board President	5.50
Rita Dizak	Vice President	7.00
Monica Ball	Treasurer	3.00
Katie Walker	Secretary	2.00
Lois Potvin-Gibson	Director	1.50
Alana Daye	Director	0.20
Milena Joveska	Director	0.20
Samantha Simpson	Director	0.20

Are any Board member/s being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role in the board / organization	Amount received

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 The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Community Facilities & Investment Manager, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.  
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## **Part C - Proposed Program / Project**

The Family and Community Support Services (FCSS) grant is used to support the design and delivery of preventive social services programs that promote and enhance the well-being of individuals, families and communities. The link to the regulations can be found here:

[http://www.qp.alberta.ca/1266.cfm?page=1994\\_218.cfm&leg\\_type=Regs&isbncIn=9780779786756&display=html](http://www.qp.alberta.ca/1266.cfm?page=1994_218.cfm&leg_type=Regs&isbncIn=9780779786756&display=html)

### **1. Program/Project Description**

Program/Project Name:	Community Based Mentoring		
Beginning Date:	January 1, 2018	Completion Date:	December 31, 2018

#### **General program/project description:**

Community based mentoring is a program that matches children and youth, ages 6-18, in our community with a volunteer mentor. Their mentor is screened through the agency and trained in various topics, including their duty of care as an adult in a relationship with a youth, the aspects of a healthy relationship, boundaries and promoting well-being through positive youth development.

"Bigs" (mentors) spend up to 8 hours a month with their "little" (mentee). They take part in activities together that are along the interests of the child/youth that provide enrichment and opportunity to connect. Over the course of the mentorship, the child develops trust and security in the mentor and receives another supportive, caring adult in their life outside of the parent-child relationship. This connection can be critical, especially in the lives of children and youth who are lacking in supportive adult relationship(s) or who have experienced trauma and need relational intervention.

In addition to being an intervention, mentoring promotes positive well-being and positive development through encouragement, safety, improved self-esteem, improved performance and attendance in school, improved interpersonal skills and improved sense of how the child relates to adults.

When referring to the 40 Developmental Assets, mentoring provides expansion to both the external and internal assets by providing support, empowerment, reinforced boundaries through consistency, constructive use of time, a commitment to learning, enforcement of positive values, learning social competencies and contributes to positive identity.

Activities within the community based mentoring program are related to the individual matches and their interests. Together mentors and mentees make decisions about what activities they will fill their time with and the agency supports this by helping financially make activities more reasonable where possible, through events and partnerships in the community. Matches often participate in activities like going out to dinner, playing at MacDonald Island, swimming, sports or sporting events, concerts, movie theaters, arts and crafts, hiking and other Big Brother Big Sister events such as our annual Curl for Kids Event and the annual Rubber Ducky Race, cooking classes, painting and DIY project nights, socials and Christmas parties; activities range from exclusive to the match to inclusive within the community.

Matches are encouraged to set goals within the relationship and are frequently monitored by a service delivery worker for thriving indicators during the longevity of the mentorship. Goals and match support monitoring allow the agency, the family and the match themselves to track progress, past outcomes and learnings as well as encouragement to try new things.

### Program/Project Logic Model

Please include a logic model for the program/project described on page 4. Use the template provided below to describe the program/project. Refer to attached sample (page 10) for guidance.

INPUTS OR RESOURCES	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG-TERM OUTCOMES
Resources available to the program that allow and support service delivery, including money, staff, volunteers, clients, materials, or equipment	The methods of service delivery carried out by staff	The product delivered or unit of service provided, usually described numerically, such as number of people served or number of hours of service delivered	The first changes that occur for the individuals, families, organizations, or community as a result of the program	The subsequent benefit for people during or after their involvement in a program	The eventual impact on individuals, families, organizations, or community for which the program is accountable
<p>Staff (1 service delivery).</p> <p>Volunteers (mentors - active, in-process, wait listed, needed).</p> <p>Clients (mentees - active, wait-listed, intake ongoing).</p>	<p>Intake of volunteers and clients. Screening of volunteers (includes reference checks, CR checks, insurance proof, home visit etc). Training of volunteers and clients in nationally branded Pre-Match Training program. Monitoring match with frequent check-ins (with family, client and volunteer) as per national match-support schedule. Appropriate suspension, hold or closure of match when necessary; Inputting all information into national case record management system throughout match and maintaining files. Updating files and paperwork as necessary.</p>	<p>12 active matches in community based program currently. Matches in process and volunteers/clients wait-listed not reflected in this number.</p>	<p>Immediate increase in supportive relationship for client. Short term outcomes identified by research from Big Brothers Big Sisters Canada were as follows: participation in school increases, improved self-awareness, improved self-efficacy, improved self-confidence, youth feel safe, youth feel values and empowered, youth experience sense of belonging, youth feel respected and heard, youth feel cared for.</p>	<p>The intermediate outcomes of a mentoring relationship include an increase in aspirations, improved pro-social behaviors, improved communication skills, improved social skills, an increased sense of belonging and an improved attitude towards learning and personal growth.</p>	<p>The long term outcomes of having a mentor include a strengthened motivation to lifelong learning and strengthened interpersonal relationships, the reflection of positive youth development.</p>

**Target Group (choose all that apply):**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Ages 0 - 5            | <input checked="" type="checkbox"/> Ages 10 - 12 | <input checked="" type="checkbox"/> Adults  | <input checked="" type="checkbox"/> Families              |
| <input checked="" type="checkbox"/> Ages 6 - 9 | <input checked="" type="checkbox"/> Ages 13 - 18 | <input checked="" type="checkbox"/> Seniors | <input checked="" type="checkbox"/> Community Development |

How does your program/project support the following FCSS program outcomes: Prevention, Local Autonomy, Volunteerism, Accountability and Community Development?

**Select one or more of the following:**

- ☒ help people to develop independence, strengthen coping skills and become more resistant to crisis;
- ☒ help people to develop an awareness of social needs
- ☒ help people to develop interpersonal and group skills which enhance constructive relationships among people
- ☒ help people and communities to assume responsibility for decisions and actions which affect them
- ☒ provide supports that help sustain people as active participants in the community

Explain how this program is preventive in nature and enhances the social well-being of individuals and/or families :

Executive functioning (emotional regulation, mental flexibility and working memory) are all impacted negatively by toxic stress, something that is common for children and youth who face adverse life experiences such as trauma, divorce or death in the family, abuse, poverty etc. Mentoring is a primary intervention because it provides support in the child's life that reduces toxic stress through the above mentioned short term to long term outcomes. All outcomes contribute to improving development of executive functioning, which in turn decreases a mentee's likelihood of participating in risky behaviors (drug and alcohol abuse, unprotected sex), becoming depressed, having social anxiety, allowing themselves to be victimized and less likely to permit or commit acts of bullying. Youth who are mentored have an increased chance of participating in school and extra-circular activities as well which enhances their social well-being further, contributing to strengthened interpersonal relationships. The participation of a mentor in a child's life brings support to their life that lifts stress and worry from the family about the child's well-being. The mentor is impacted positively as the experience of contributing to a young persons life is very rewarding and there is always room for personal development within any relationship. It expands the mentors interpersonal relationships, sense of belonging (in the relationship, agency and broader community) and prevents loneliness which can lead to a decrease in well-being.

What is the community need that the program/project will address? How was the need determined? How will the program/project address this need?

The need for mentoring is present in every community as healthy relationships and contribution to positive well-being are critical for all individuals, regardless of age. Mentoring programs and youth centered programs in general provide a safe and engaging environment for the mentor and mentee and provide a role model for healthy relationships. Consistent interaction and connection to supportive individuals enhances well-being of all involved.

What evidence would support this approach (research, best practices, etc.)?

Research by Big Brothers Big Sisters of Canada on the impacts of mentoring (Mentoring Relationships and the Well-Being of Canadian Youth:  
An Examination of Big Brothers Big Sisters Community Match Programs conducted by David DeWit, PhD and Ellen Lipman, PhD;  
Co-Investigators and Collaborators: Jeff Bisanz, PhD, James Coyle, PhD, Jose DaCosta, PhD, David DuBois, PhD, Kathryn Graham, PhD, Debra Pepler, PhD, Simon LaRose, PhD, Karen Shaver, MA).  
Research on Executive Functioning:  
<https://developingchild.harvard.edu/science/key-concepts/executive-function/>  
Research on Positive Youth Development by the Search Institute.

## 2. Partnerships & Support

What other community groups are you working with and in what capacity?

Community Based Mentoring currently has partnerships with Boston Pizza, which provides fundraising opportunity as well as discounts to mentoring matches. We also have a partnership with MacDonald Island which allows free access to the facilities for youth in our program when they are present with their mentor.  
Additionally, we receive support from committees such as Inter-agency, the Early Years Coalition, Y-Connect, Assets in Action Committee, in that those relationships and connections in the community are vital to our agency and programming.  
We have a current MOU with Composite High School for Youth Initiated Mentoring

## 3. Previous Funding

List all previous grants received during the past three years from the Community Development Grant, another grant program through the Municipality, or another group in the space provided below:

Source	Amount	Type (i.e. donations, grants)	Year
Community Development Grant	\$ 56,000.00	Grant	2013
Community Development Grant	\$ 63,000.00	Grant	2014
Community Development Grant	\$ 42,000.00	Grant	2015
Community Development Grant	\$ 40,000.00	Grant	2016

#### 4. Project / Program Budget

Please be advised that although your organization's fiscal year may not run January - December, that is the funding period of the Community Development Grant. The following content must only relate to the period of January 1 - December 31, 2018.

Please list all sources of funding separately and name the source of all grants and other income. Do not include this grant application as a source of revenue.

Projected Income	Revenue January - December 2018
Project/Program Income (Fees, rental, admissions, etc.)	
Provincial Assistance	
Federal Assistance	
Casinos/Bingos	
Donations	
Grant from:	
Grant from:	
Grant from:	
Other: Curl for Kids Sake Revenue	21,000.00
Other:	
Other:	
<b>Total (A)</b>	<b>\$ 21,000.00</b>

Please enter the entire program expense for each line item in Column B (Total Program Expenses).

Please enter the requested grant portion of the expense in Column C (Requested RMWB Grant).

The following content must only relate to the period of January 1 - December 31, 2018.

Projected Expenses  Type of Expense	B Total Program Expenses Jan - Dec '18	C Requested RMWB Grant Jan - Dec '18
Wages (including benefits, CPP, Professional Development, WCB)	45,000.00	30,000.00
Utilities (including rent, I.T, Phone, Internet, Heat, Lights)	10,000.00	10,000.00
Office supplies ( Ink, Paper, Folders, Postage etc.)	1,000.00	1,000.00
Volunteer appreciation	2,000.00	0.00
Big and Little activities (Christmas Party, Monthly events)	10,000.00	10,000.00
Mileage (.50 per KM travel for meetings and match monitoring)	1,000.00	1,000.00
File Audit/Supervision (Executive Director time )	3,000.00	3,000.00
Admin fees (Insurance, BBBSC membership, auditor)	4,000.00	4,000.00
Advertising	5,000.00	0.00
<b>Total (D)</b>	<b>\$ 81,000.00</b>	
<b>Shortfall (including Grant Request) (A-D)</b>	<b>(\$ 60,000.00)</b>	
<b>TOTAL GRANT REQUEST *</b>		<b>\$ 60,000.00</b>

*\*Total Grant Request cannot be higher than projected Deficit*

## 5. Outcomes

How will you evaluate the success of your Program/Project?

Our match support program allows us to continually measure the successes of our program and adjust accordingly. Our mandate is to provide mentors to all children and youth who need mentors so an increase in matches is always viewed as a success while the strength and longevity of our matches is our ultimate success.

## 6. Additional Information

Provide any additional information that may assist in developing a better understanding of your organization or its services/programs during the grant review:

We have been receiving support from the RMWB for several years, many of the BBBS organizations across Canada also receive support from their local FCSS and/or municipal funding. Last year there was an issue when a technical error allowed for our grant submission to not be received. We were able to find substitute funding (Edmonton Community Fund) to support us, so that the program would not have to close. This is stated as information, as I am unaware of the relevance past approved grants have on current applications. We are looking forward to receiving the support of the RMWB once more. Our program is different from other mentoring programs, as it offers volunteers (unpaid staff) to be a support to the mentee, for a child it is priceless to have support from someone you know is not being paid, but rather choosing to be there in support.

## 7. Required Attachments for Application

The following attachment **MUST** accompany your application. **Failure to submit the following will result in your application being deemed incomplete.**

☒ Financial Statements of most recent fiscal year